Missouri Division of Behavioral Health

Bulletin Number: FY 15—Clinical 26	COMMUNITY TREATMENT BULLETIN	Effective Date: July 1, 2014
Revised March 4, 2016	Subject: DLA-20© in DBH-Contracted Substance Abuse Treatment Programs	Number of Pages: 2

1. **Programs Affected**

    1.1   All Comprehensive Substance Abuse and Rehabilitation (CSTAR) programs, Primary Recovery Plus (PR+) programs, and Department of Corrections (DOC) programs.

2. **Background and Purpose**

    2.1   This bulletin provides clarification on the implementation of the Daily Living Activities (DLA-20©) Functional Assessment, Alcohol-Drug version, in substance abuse treatment programs.

    2.2   The DLA-20© is a twenty-item functional assessment measure designed to assess what activities of daily living are impacted by substance use, mental illness or disability. The assessment tool quickly identifies where outcomes are needed so clinicians/community support specialists can address those areas on the individualized treatment plan with the goal of improved functioning and symptom reduction.

3. **Policies and Procedures**

    3.1   Effective July 1, 2014, all CSTAR/PR+/DOC substance abuse treatment programs were required to administer the DLA-20© as the standardized functional assessment tool.

    3.2   All agencies administering the DLA-20© must have received the appropriate training from the DLA-20© developer, Willa Presmanes/MTM Services. Following receipt of training by Ms. Presmanes/MTM, these individuals may train others within their agency on the administration of the DLA-20©.

    3.3   Any staff member administering the DLA-20© must be appropriately trained and documentation to support receipt of this training shall be maintained in each employee's personnel record.

    3.4   For adult programs, the DLA-20© Alcohol-Drug version should be utilized.

    3.5   For adolescent CSTAR programs, the DLA-20© Youth Mental Health version should be utilized for consumers under the age of 16 years. For consumers in adolescent programs over the age of 16, the Alcohol and Drug version can be used. Clinical judgment will determine which instrument is appropriate for older adolescents.

    3.6   The DLA-20© is to be administered at the following times:

        3.6.1   Upon admission to the substance abuse treatment program;
        3.6.2   In conjunction with level of care changes; and,
        3.6.3   Upon discharge.

3.7   The DLA-20© may be administered, if appropriate, to a consumer in a detoxification program prior to discharge to help facilitate the transition to substance abuse treatment services.

3.8   The DLA-20© scores for each of the 20 activities of daily living shall be entered into CIMOR within the assessments section of CIMOR. The initial DLA-20© functional assessment shall be entered into CIMOR within 30 days of the admission date.

3.9   Each update to the DLA-20© shall be entered in CIMOR.

4. Qualified Personnel

4.1   The initial and discharge administrations of the DLA-20© shall be completed by a Qualified Substance Abuse Professional (QSAP). If administered during a detoxification episode of care, it shall be completed by a QSAP.

4.2   The administration of the DLA-20© in conjunction with level of care changes may be completed by a community support specialist.

5. Billing and Documentation

5.1   When a QSAP completes the document, up to two (2) units of Individual Counseling (H0004) may be billed for time spent completing the DLA-20©. If the QSAP meets the qualifications of a community support specialist, community support (H2015) may be billed.

5.2   When a community support specialist completes the document, up to two (2) units of community support (H2015) may be billed for time spent administering the DLA-20©.

5.3   Billable time shall be the actual time spent completing the DLA-20© (up to the limit specified) and may vary from one individual to another.

5.4   The time spent completing the DLA-20© must be clearly documented in a progress note and be easily distinguished from direct time spent providing other community support or clinical services.

5.5   The DLA-20© score sheet that corresponds with the progress note should also be included in the client record.